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PR 10/20/2009	PR 10/20/2009	DGC 10/20/2009	DGC 10/20/2009

Revision no.

Work Instruction Procedure

WIP 4.4.61.3B Collection System Release Reporting Criteria

This is a printed copy of the original and will not be kept up-to-date.

Persons responsible: Reeser, Paul

Areas of application: City of Williamsburg

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Worksheet index

- 1.0 Purpose
- 2.0 Scope
- 3.0 Responsibility
- 4.0 Definitions
- 5.0 Process
- 6.0 Related Documents

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1.0 Purpose

- 1.1 The purpose of this procedure is to establish practices that will assist in the reduction and, or elimination of Sanitary Sewer Overflows (SSO's) It also gives guidelines that shall standardize response tactics. It is realized that not all situations are the same, and a review of this procedure should take place at a minimum of annually.

2.0 Scope

- 2.1 This procedure is for the City of Williamsburg Department of Public Works and Utilities. It is the duty of all Department of Public Works and Utilities personnel to be familiar with this procedure. The primary division directly responsible for carrying out this procedure is the Water and Sewer Division. Every effort shall be made to minimize the impact of SSO's, while maximizing the protection of public health, safety and the environment.

3.0 Responsibility

- 3.1 Respondent: will be familiar with the reporting criteria within this procedure.
- 3.1.1 Will follow the guidelines set forth within the regional Collection System Release Reporting Criteria.
- 3.1.2 Will complete an initial field report for every release or overflow. The purpose is to track repetitive occurrences.
- 3.2 Utilities Superintendent: Must ensure all personnel are properly trained and understand this procedure.
- 3.2.1 Will periodically review initial field report to determine potential repair or rehabilitation needs.
- 3.2.2 Will submit all necessary release/spill reports using the Sanitary Sewer Overflow Reporting System (SSORS).
- 3.2.3 Will train additional personnel on the use of SSORS.

4.0 Definitions

- 4.0 Release/Overflow: Any release from the collection system, including clean-outs, manholes, gravity mains, force mains, pump stations etc.
- 4.1 Controlled release: Is spillage that can be contained and does not enter state waters or pose a threat to the public health and safety. In the case of a controlled release, the field personnel will use whatever means necessary to clean the spillage. The release need not be reported to the DEQ.
- 4.2 Reportable release: Is any release of unrecovered wastewater that may reasonably be expected to reach state waters, and/or adversely impact the public health and safety.
- 4.3 State waters: include waterways, rivers, canals, creeks, lakes, ponds, and tributaries. Reportable releases will be reported to DEQ as soon as possible, but in all cases within 24 hours by telephone, facsimile, or e-mail and confirmed in writing within 5 days. Reports will be filed with the managers of affected storm water drainage systems in accordance with local procedures.

5.0 Process

- 5.1 The following is the Collection System Release Reporting Criteria that is used regionally. It contain the guidelines used to determine the reportability of releases or overflows.
- 5.2 Lateral Stoppage for gravity/vacuum system:
- 5.2.1 Cleanout overflow in grassy area (contained) 1. Liquid contained in grassy area. 2. Cleanup any debris leftover from stoppage, vacuum or rake, do not place in cleanout. 3. Wash down area with water, if necessary. 4. No spill report is necessary.
- 5.2.2 Cleanout overflow in grassy area (contained) 1. Liquid runs down to curb and is

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- contained in curb and grass. 2. Cleanup any debris left over from stoppage, vacuum or rake, do not place in cleanout. 3. Wash down area with water, if necessary. 4. No spill report is necessary.
- 5.2.3 Cleanout overflow in grassy area (not contained) 1. Liquid runs down curb and gets into storm drainage basin, ditch or waterway. 2. Cleanup all debris left over from stoppage, vacuum liquid out of storm drainage basin, and from around cleanout if possible. 3. Disinfect as needed. 4. Wash down area with water, if necessary. 5. Spill report is necessary.
- 5.2.4 Cleanout overflow in driveway or sidewalk (contained) 1. Liquid runs down to curb and is contained in curb and grass. 2. Cleanup any debris left over from stoppage, vacuum or rake, do not place in cleanout. 3. Wash down area with water. 4. Vacuum to collect debris and water as appropriate. 5. No spill report is necessary.
- 5.2.5 Cleanout overflow in driveway or sidewalk (not contained) 1. Liquid runs down curb and gets into storm drainage basin, ditch or waterway. 2. Cleanup all debris left over from stoppage, vacuum liquid out of storm drainage basin and from around cleanout if possible. 3. Disinfect as needed. 4. Wash down area with water. 5. Vacuum to collect debris and water as appropriate. 6. Spill report is necessary.
- 5.3 Mainline Stoppage:
- 5.3.1 Manhole overflow in grassy area (contained) 1. Liquid is contained in grassy area. 2. Cleanup debris left over from overflow and vacuum up any excess liquid. 3. Wash down area with water, as necessary. 4. No spill report is necessary.
- 5.3.2 Manhole overflow in grassy area (not contained) 1. Liquid runs down curb and gets into storm drainage basin, ditch or waterway. 2. Cleanup all debris left over from stoppage, vacuum liquid out of storm drainage basin and from around cleanout if possible. 3. Disinfect as needed. 4. Wash down area with water. 5. Spill report is necessary.
- 5.3.3 Manhole overflow in street (contained) 1. Liquid runs down curb and does not get into storm drainage basin, ditch or waterway. 2. Cleanup all debris left over from stoppage, vacuum up as much liquid as possible and disinfect as needed. 3. Wash down area with water. 4. No spill report is necessary.
- 5.3.4 Manhole overflow in street (not contained) 1. Liquid runs down curb and gets into storm drainage basin, ditch or waterway. 2. Cleanup all debris left over from stoppage, vacuum liquid out of storm drainage basin and from around cleanout if possible. 3. Disinfect as needed. 4. Wash down area with water. 5. Spill report is necessary.
- 5.4 Force Main, Air Release Valve, or Pump Station:
- 5.4.1 1. Liquid is contained and does not get into the storm drainage basin, ditch or waterway. 2. Cleanup all debris and vacuum up all liquid. 3. Disinfect as needed. 4. Wash down area. 5. No Spill report is necessary.
- 5.4.2 Breaks (not contained) 1. Liquid is not contained and gets into storm drainage basin, ditch or waterway. 2. Cleanup all debris and vacuum up as much liquid as possible. 3. Disinfect as needed. 4. Wash down area. 5. Spill report is necessary.
- 5.5 Private Systems:
- 5.5.1 Private Systems 1. All cleanup and reporting is the responsibility of private owner. 2. Report to your city's enforcement agency or DEQ; be clear that you are reporting a PRIVATE system release.

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6.0 Related Documents

- 6.1 Initial Field Report
- 6.2 Sanitary Sewer Overflow Reporting System